

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
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Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA)

Sequential Number

682

Suffix

C

2. Agency Number

437

3. Unit Number

4. RDA Status

☒ New☐ Amended☐ Sunset/Renewal☐ Closed/Superseded

5. Agency Name

Department of Children and Families

Division Name

Division of Early Care and Education

Subdivision Name

Bureau of Early Care Regulation

6. Record Series Title

Licensing Files - Unlicensed Complaints

7. Record Series Life Cycle Dates

Year Created

2014

Year Discontinued

Year of Final Disposition

8. Medium for Records Storage - Check all appropriate categories

☒ Electronic/Digital☐ Microform☒ Paper☐ Other (Specify)

9. Retention Time Period - Specify Actual Period

Yrs

6

Mo

Wks

Days

Permanent

☐

10. Event that Initiates the Start of the Retention Time Period

Creation

Fiscal

Other (Specify)

☐ (CR)☐ (FIS)☒ Closed

11. Disposition

☐ Destroy☐ Transfer to State Archives (WHS)☐ Transfer to Other Location (Specify)☒ Destroy Confidential☐ Transfer to UW Archives

12. Records Series Description

Purpose: Alleged complaints received by the Department of Children and Families regarding an individual or entity that is not licensed, but is providing care and supervision to a number of children requiring a license in accordance with Wis. Stat. § 48.65(1).

The following records are created within or scanned into the Wisconsin Child Care Regulatory System (WISCCRS), but are not limited to, Child Care Complaint Intake (DCF-F-CFS321-E), Child Care Complaint investigation Findings (DCF-F-CFS0321B), Unlicensed Child Care Complaint Response (DCF-F-CFS0856), unlicensed complaint follow up letter to provider, complaint investigation summary letter to provider and/or complainant of the investigation findings, and any enforcement actions. After the scanned records have been verified they can be destroyed confidential.

Definition: Closed is the date entered indicating when the investigation and all subsequent documentation of the investigation is complete.

13. Records Contain Personally Identifiable Information (PII)

☒ Yes☐ No

14. Name of Agency Program Contact or Records Officer - Select appropriate title.

Jason Wutt

☒ Program Contact☐ Records Officer

Telephone 608-261-8893

Email Jason.Wutt@wisconsin.gov

15. Records Series is Confidential or Access is Limited ☐ Yes ☒ No (If yes, enter Statute/Code)

16. APPROVAL SIGNATURES

Agency Official

Date (mm/dd/ccyy)

Agency Records Officer

Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

State Archivist

Date (mm/dd/ccyy)

Executive Secretary - PRB

Date (mm/dd/ccyy)

APPROVAL SUBJECT TO 10-YEAR

UNSET. RESUBMITTAL REQUIRED

PRIOR TO November 2024

This document is available in alternate formats to individuals with disabilities upon request.